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13 November 1961

MEMORANDUM FOR: O/C/Finance

FROM : Chief, WH ☐ Support

SUBJECT : Overtime

Overtime claimed by your employee, detailed to WH ☐ as shown on the attached Summary Sheet was authorized and performed. If you wish, you may record this overtime and periodically submit a statement to us for reimbursement from our Allotment #2435-5451-1000.



Att.

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